



K-12 SCHOOL TREASURER NEWSLETTER



Spring 2023



Message From the Executive Director

Welcome to the K-12 Treasurer Newsletter! We want this quarterly communication to provide practical content and timely information on finance topics, auditing practices and procedures and other relevant guidance for your OFCC-funded facilities project.

This issue will introduce you to new OFCC Finance team members, Paul Mann and Deb Lawwell, the newly revised drawdown tool, quarterly desk reviews, training events, and a “Did You Know” section. The first DYK is on the 034 Maintenance Annual Certification that should be of interest to all. If you have a topic for a future issue,

please share them with us at K12finance@ofcc.ohio.gov.

Cheryl Lynn



Have You Received a School Safety Grant?

Congratulations if your school was awarded a K-12 School Safety grant within the last year! Be sure to review the resources available on the OFCC and OBM websites for reporting requirements and deadlines. The Post Award FAQs has a wealth of



Treasurer Training Coming Soon in October

OFCC is presenting Auditor of State Compliance Training on **Wednesday, October 25, 2023**. The training will be for Treasurer's who are currently in a project with OFCC. A representative from the Auditor of State will go over Ohio Revised Code

information on funding codes, funding period, reporting and more.

[Learn More](#)

3318 which pertains to the OFCC and discuss the Ohio Compliance Supplement Direct Laws Section 1-11. Registration will be opening late summer/early fall

For future events, stay tuned to OFCC's online calendar.

[Learn More](#)

Meet New Staff Members at OFCC



Paul Mann, Chief of Finance

Paul Mann was named Chief of Finance of the Ohio Facilities Construction Commission (OFCC) in November 2022. He has over a decade's worth of knowledge and experience serving in state government. As CFO, he manages the OFCC's financial affairs and ensures the financial resources are being used effectively and efficiently. He develops and oversees the OFCC's budget and creates financial projections and forecasts for the agency. Paul also oversees the agency's accounting and financial operations, preparing and presenting financial information to OFCC executive leadership and external stakeholders.

Prior to joining OFCC, Paul worked as an auditor for the Auditor of State and Ohio Office of Budget and Management. Additionally, he has helped oversee more than \$2 billion in federal COVID-19 relief funding in his role as a grant's administrator with the Ohio Grants Partnership.

Paul holds a Bachelor of Science in Business Administration from the Ohio State University and is a certified public accountant.

Deb Lawwell, Financial Compliance Administrator

Deb Lawwell is OFCC's new K-12 Accounting and Compliance Administrator. She has over 25 years working in educational accounting and has held a Treasurer's License for 20 years.

At OFCC, Deb is responsible for reviewing quarterly OAKS CI reconciliations, reviewing quarterly desk reviews, and reviewing and approving memorandums of understanding for Locally Funded Initiatives (LFI MOUs). Working with OFCC project managers and treasurers she assists in identifying and correcting any financial issues identified during the OFCC-funded facilities project. Additionally, she's developing job aids and training for district treasurers. Deb's next challenge will be taking on the task of managing the financial closeout of each district's project.

Deb graduated from Wilberforce University with a bachelor's degree in Organization Management as well as an associate degree in accounting from Southern State Community College.

TOOLS & RESOURCES

Newly Revised Drawdown Tool

The timeline for the quarterly reconciliations and drawdowns for our K-12 construction program has changed. The new timeline has been designed to fund your school district sooner and provide more time to reconcile OAKS CI with your internal records. To view the chart, please visit [OFCC's Treasurer's page](#) under Resources.

To ensure you receive timely payment, please communicate the deadlines with your construction manager and be diligent to submit your approvals timely. Additionally, the draw amount is determined in part based on your cash on hand; therefore, please ensure you enter your vouchers into OAKS CI timely. The table lists the exact deadlines and dates for your reference. Click here to [view the table](#).

DESK REVIEW

What Is A Quarterly Desk Review?

OFCC has contracted with two CPA firms —[Rea & Associates](#) and [Julian & Grube](#)— to complete quarterly desk reviews for districts that have active Classroom Facilities Assistance Program (CFAP) projects. The quarterly desk reviews provide the following benefits:

- **Quickly identify** potential issues and help correct them.
- **Reduce the time** commitment for the Treasurer of having auditors on-site.
- **Expedite** the financial closeout at the completion of the project.

These firms will use the District's financial records uploaded to the draw tool each quarter with the uploaded data in OAKS CI to ensure the project is being accounted for properly.

If any issues are identified for your project that require correction, the CPA firms or OFCC Finance Section will contact you and aid in resolving the issue.

Did You Know? (DYK)

If your district used an alternative to a levy as the source for the maintenance fund, it's time to prepare for 034 Maintenance Annual Certification.

Ohio Revised Code (ORC) §3318.051(B) states "On the first day of July each year, or on an alternative date prescribed by the commission, the district treasurer shall certify to the commission and the Auditor of State that the amount required for the year has been transferred."

Auditor of State Compliance:

- The district treasurer must **annually** certify to OFCC and the Auditor of State that the amount required for the year has been transferred^[1] into the maintenance fund.
 - In order to satisfy the transfer certification requirement to the Auditor of State, districts can electronically submit the copy of the Auditor of State's

certification to OFCC@OhioAuditor.gov or carbon copy the Auditor of State regional offices on their certification to the Commission at maintenancecertification@ofcc.ohio.gov. See the Auditor of State website www.ohioauditor.gov (Contact Us/Regional Office Contacts) for regional office contact information.

- The Auditor of State must “verify” the transfer as part of any audit of the district. If the Auditor of State finds that less than the required amount has been deposited, the Auditor must notify the district board in writing and require the board to deposit the necessary money within 90 days after the notice. If the district board fails to demonstrate to the Auditor's satisfaction that it has made the required deposit, the Auditor must notify the Ohio Department of Education. Upon that notice, the Ohio Department of Education must withhold 10% of the district's state operating funds for the current fiscal year, until the Auditor notifies the Ohio Department of Education that the Auditor is satisfied that the board has made the required transfer. [Ohio Rev. Code § 3318.051(B).]

[1] Districts electing to make the transfers, instead of levying the maintenance tax, may not receive the new state maintenance equalization payments. *(The Ohio Department of Education is required to pay an equalized subsidy to city, exempted village, and local school districts participating in state-assisted facilities programs and have tax valuations per pupil below the statewide average. The subsidy equalizes to the statewide average the per pupil amount each eligible district raises from its 1/2-mill maintenance levy.)* [Ohio Rev. Code § 3318.18.]

Stay Connected

Thank you for subscribing and reading. If you have any questions or would like to leave a comment or suggestion, please email K12finance@ofcc.ohio.gov.

Ohio Facilities Construction Commission

30 W. Spring St., 4th Floor Columbus, Ohio 43215
614.466.6290 | [Website](http://www.ofcc.ohio.gov) | [Contact Us](mailto:K12finance@ofcc.ohio.gov)

